

**TOWN OF BUCKEYE
CEMETERY ADVISORY COMMITTEE**

September 17, 2008

MINUTES

**Town Council Chambers
100 N. Apache Road
Buckeye, AZ 85326
6:00 p.m.**

1. Call to Order/Pledge of Allegiance/Roll Call.

Vice- Chairman Newberry called the meeting to order at 6:10 pm

Member Present: Vice Chairman Hank Newberry, Committee Member Janet Jurn, Committee Member Sean Thompson, Committee Member Alex Villa, Council Liaison Elaine May, Council Liaison Brian McAchran, Committee Member Della Smith

Member Absent: Chairman Mark Holly, Committee Member Ron Long

Staff Present: Cheryl Sedig Community Services Director; Dave Showen, Parks Manager; Dan Rush, Parks Maintenance Supervisor; Nanci Dixon Administrative Assistant

2. Comments from the Public - Members of the audience may comment on any item of interest

There were no comments from the public.

3. Approval of Meeting Minutes for June 18, 2008

Committee Member Villa made a motion to approve the June 18, 2008 minutes, motion was seconded by Committee Member Thompson and approved unanimously.

4. Tabled Items:

4a. Contemplation Area:

Committee Member Villa reported that he had visited several locations where ramadas were available and opened a discussion of the potential construction of a ramada at the proposed contemplation area. Committee Member Villa expressed his opinion that a ramada would be very inviting to cemetery visitors, may not be overly expensive to construct and fairly easy to maintain. A discussion was had amongst the Committee regarding the variety of ramada styles and sizes. Committee Member Villa suggested a visit to the Arizona Trailer Manufacturing facility to inquire about the ramadas they build. Mr. Showen offered samples of ramadas that he had researched on the internet. Vice Chairman Newberry inquired of staff if there was a timeline for the construction of a contemplation area. Mr. Showen indicated that there was no specific timeline, that there were no funds currently budgeted for construction and any future construction would need to come from the Expansion fund. Mr. Showen indicated that he would provide estimated costs for construction of a ramada. Committee Member Villa reported to the Committee that approximately 5 years prior, the Cemetery had \$143,000 in the budget where the Public Works department used funds to purchase a ¾ ton truck, two small S-10 pick-up trucks and a gator and inquired if those funds would be returned to the Cemetery funds. Mr. Showen indicated that if the funds were already expended, it was doubtful that they could be returned.

Council Liaison May inquired of staff what funds were allocated to the Expansion fund, Mr. Showen reported \$272,000. Council Liaison May asked if any funds had been earmarked from the Expansion fund for a future contemplation area and if that is something that the Expansion fund could be used for. Mr. Showen reported that there were no funds earmarked for any contemplation area construction and that he would have to inquire of the Finance Department how those funds could be used. Committee Member Smith asked staff to repeat the figures allocated to the Expansion fund,

Committee Member Villa asked if the maintenance staff were paid from the Expansion and Maintenance fund. Mr. Showen reported that Parks staff were paid from the General fund. Committee Member Smith inquired if funds were used from the Expansion fund to pay for the underground imaging that was performed at the cemetery. Mr. Showen concurred that funds had been used from the Expansion and Maintenance fund to pay for the underground imaging. Committee Member Smith asked whether the \$272,000 fund balance is what remained in the Expansion and Maintenance fund as she remembered there being approximately \$150,000 in the fund. Mr. Showen indicated that he would need to confirm with Finance whether the funds came from the current \$272,000 budget and what the remaining balance would be.

Committee Member Smith recommended that if a ramada was to be built that there should be a ramada in each of the cemetery sections to provide a uniform look to the cemetery. Council Liaison May agreed that installation of ramadas throughout the cemetery would be most appropriate, given available funding. Committee Member Smith reiterated a request for staff to provide pricing on various ramada selections for the next scheduled meeting. Vice Chairman Newberry moved to table the discussion to the next meeting when a vote could be had on the selection of a ramada style. As an aside, Committee Member Villa complimented the work of the maintenance staff at the cemetery.

5. Staff Report:

Mr. Showen informed the committee that the next scheduled meeting was to be held on October 15, 2008. Mr. Showen thanked the Committee for the compliment of the cemetery grounds and acknowledged Parks Maintenance Supervisor Dan Rush to the Committee. Mr. Showen distributed financial revenue reports for the months of July and August.

6. Comments from the Chair and Committee members:

Committee Member Smith asked what amount of funds was allocated to the Expansion and Maintenance Fund during the month of July and August. Committee Member Thompson inquired if the specific fund rates that the Committee had recommended are what was approved by Town Council and whether the monthly financial budget was available. Committee Member Villa inquired as to the status of the underground imaging. Committee Member Smith inquired as to the amount of plots available for sale. Committee Member Villa indicated that there was a discussion had at the July 2008 meeting regarding the creation of a cremains area and asked that the subject be brought back into discussion at the next meeting. Vice Chairman Newberry indicated that the Cemetery Master Plan provided a wealth of information on cremains area and also hoped to discuss the purchase of the additional 10 acres as noted in the Cemetery Master Plan. Committee Member Jurn suggested the idea of layered burials in the future newly expanded cemetery, Committee Member Thompson indicated that this is a normal practice and something that should be considered even in the current cemetery grounds.

7. Adjournment

There being no further business to come before the Committee, a motion was made by Committee Member Smith and seconded by Committee Member Thompson to adjourn the meeting at 6:45 pm and was approved unanimously.

Mark Holly
Chairman

ATTEST:

Nanci Dixon, Administrative Assistant

I hereby certify that the foregoing is a true and correct copy of the Town of Buckeye Cemetery Advisory Committee Meeting held on the 17th day of September, 2008. I further certify that a Quorum was present.